

Annex I:
Madison County Public Health Department
Communicable Disease Plan

On January 20, 2005, the Madison County Public Health Board and Public Health Officer reviewed and approved the established protocols for communicable disease active surveillance, agency's 24/7 availability, and specimen transport.

The protocols and procedures outlined for each are listed below:

➤ **Active Surveillance – Communicable Disease Reporting**

- Health Department calls the providers regularly, and reports any new cases to the State and other providers around the county
- The Administrator of the Department will act as the single point of contact for the providers, and has asked them to call if they have a suspected or confirmed case of a reportable disease.
- Providers are also instructed to fax case reports to a private fax machine at the Health Department for a suspected or confirmed case of any disease listed on the Reportable Disease list provided by DPHHS.
- The Public Health Administrator or Public Health Nurse will then review the case report as soon as received, but not longer than 24 hours after receipt. The case report will be faxed **immediately** after being received to the Communicable Disease Reporting fax at 1-800-616-7460. The appropriate members of the Epi Core Team (see Epi Team Protocols) will then be notified.
- The case reports and any correspondence relating to the case will then be filed in the Administrator's locked file cabinet, which is only opened by the Administrator &/or Nurse.
- Any cases or contacts located outside of Madison County will be given to DPHHS to handle.

Key Providers

| Source | Main Contact & Phone Number | Alt. Contact & Phone Number | Frequency of Contact | Desired day/time |
|-----------------------------|---|---|----------------------|---------------------------|
| Dr. Sarah Googe, PHO | Dr. Sarah Googe 842-5103 | Dayna Leavens &/or Dana Harvey 842-5103 | Every other week | Wednesday's at 9:00 am |
| Ruby Valley Hospital | Emergency Room Staff 842-5454 | Nurses Station 842-5454 | Every other week | Wednesday's at 9:00 am |
| Ruby Valley Hospital Lab | Dixie Shallenberger 842-5454 | | Every other week | Wednesday's at 9:00 am |
| Twin Bridges Clinic | Dr. Roman Hendrickson | Ruby Valley Clinic 842-5103 | Every other week | Wednesday's at 9:00 am |
| Ruby Valley Clinic | Dr. Roman Hendrickson | Ruby Valley Clinic 842-5103 | Every other week | Wednesday's at 9:00 am |
| Madison Valley Hospital | Janine Clavadetcher, DON 682-4274 | ER Staff 682-4274 | Every other week | Wednesday's at 9:00 am |
| Madison Valley Hospital Lab | Melinda Tichenor 682-4274 | Tana Bowles 682-4274 | Every other week | Wednesday's at 9:00 am |
| Madison Valley Clinic | Dr. Cindy Sharp 682-4223 | | Every other week | Wednesday's at 9:00 am |
| Sanitarian | Ralph Hamler 843-4275 | Donna 843-4275 | Every other week | Wednesday's at 9:00 am |

➤ **24/7 Availability and Ability to Receive & Evaluate Reports of Concern**

- The Health Department has a 24/7 reporting system, in which the 911 Sheriff's dispatch and Public Health Emergency call tree would be utilized after normal work hours. A copy of this annex/protocol has been given to the Sheriff's Office.
- The Health Department actively receives HAN messages via email and fax (during the evening), and evaluates them promptly upon receipt. The messages are then emailed out to Public Health Board and Key Providers listed above. Some messages are faxed depending on the email availability. If the message is an emergency, the emails and faxes are followed up with a phone call.
- The Health Department also has state issued cell phones; however, these are not the best means of communication, as they do not work in Virginia City.
- The 24/7 system is tested twice a year by the Madison County Health Department, and evaluation of these tests are kept on file at the Health Department.

➤ **Epi Team Protocols**

- The Epi Team will be notified accordingly depending on the event. For routine reportable diseases, the expanded team will not need to be notified unless otherwise determined by the *core team*. The *core team* will be notified if the Public Health Nurse and/or Administrator feel it is necessary, if there is a significant illness in a daycare or nursing home, or if the case involves a waterborne or foodborne illness.
- The *expanded team* will be notified if it is deemed necessary, a member of the expanded team's expertise is needed, or more staffing and resources need to be utilized (such as a STD follow up with contacts or another disease where contacts need to be interviewed).
- Members of the *core team* and the Public Health Board are emailed the state communicable disease reports on a weekly basis. For issues needing immediate attention from the *core team* the members will be notified by telephone by the PH Administrator or Nurse as soon as possible. If the *core team* members need to be notified for information purposes only, then the PH Administrator or Nurse will communicate that information by email and/or fax.
- To notify the *expanded team* of a situation needing their attention, the PH Administrator or Nurse will call the members. If the *expanded team* members need to be notified for information purposes only, then the PH Administrator or Nurse will communicate that information by email and/or fax.

Core Team Members:

Dr. Sarah Googe, MD – PHO
Jill-Marie Steeley, PH Administrator
Molly Peterson, Public Health Nurse
Ralph Hamler, Sanitarian

Expanded Team Members:

Public Health Board:

Ralph Hamler, Chairman – Sanitarian
Dr. Sarah Googe, MD – PHO
Dr. Cindy Sharp
Doug Young, DVM
Dayna Leavens, PNP
Doug Walsh, Ennis Schools Superintendent
Bill Doggett, Alder representative
Mary Beth Walsh, Twin Bridges representative
Sally Sandell, Ennis/Nursing Home rep.

Madison Valley Hospital Laboratory:

Melinda Tichenor, Lab Supervisor

Ruby Valley Hospital DON:

Ted Woirhaye, RN

➤ **Local Specimen Transport Plan for Human & Environmental Specimens of Concern**

- The Public Health Department has primary responsibility for educating emergency response partners and medical providers on this plan.
- The Health Department and each hospital will keep MPHL specimen collection kits on hand.
- The PH Department will oversee the packaging of specimens, and will notify the MPHL of its transport.
- The County Sheriff has primary responsibility for establishing the chain of custody for handling/transporting any specimen thought to be a possible threat. The County under-sheriff has secondary responsibility.

Updated & Signed:

4/05/06

4/24/07

2/19/08

1/13/09

Dr. Sarah Googe, PHO

Mary Beth Walsh, Chair PH Board

Jill-Marie Steeley, Administrator